TORQ Analysis of Data Entry Keyers to Court Clerks

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Data Entry Keyers	43-9021.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Court Clerks	43-4031.01	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:		90

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	86	Level	91	Level	93

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Written Expression	55	20	72	Writing	59	18	70	No Knowledge Upgrades Required!			
Oral Expression	60	16	72	Active Listening	67	14	75				
Written Comprehension	59	15	72	Reading Comprehension	60	11	85				
Oral Comprehension	57	11	78								
Near Vision	69	9	68								
Speech Clarity	46	7	62								
Problem Sensitivity	46	7	53								
Information Ordering	48	4	68								
Deductive Reasoning	46	5	53								
Speech Recognition	53	2	68								
Inductive Reasoning	42	1	53								

LEVEL and IMPT (IMPORTANCE) refer to the Target Court Clerks. GAP refers to level difference between Data Entry Keyers and Court Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Data Entry Keyers	Court Clerks	Importance
Oral Comprehension	46	57	78
Written Comprehension	44	59	72

Description	Data Entry Keyers	Court Clerks	Importance
Oral Expression	44	60	72
Written Expression	35	55	72
Information Ordering	44	48	68
Near Vision	60	69	68
Speech Recognition	51	53	68
Speech Clarity	39	46	62
Problem Sensitivity	39	46	53
Deductive Reasoning	41	46	53
Inductive Reasoning	41	42	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Data Entry Keyers	Court Clerks	Importance
Reading Comprehension	49	60	85
Active Listening	53	67	75
Writing	41	59	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Data Entry Keyers	Court Clerks	Importance
Clerical	80	70	75

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Data Entry Keyers	Court Clerks	Description	Data Entry Keyers	Court Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	0%	0%	Master's Degree	0%	0%
2-4 years	0%	2%	Post-Bachelor Cert	0%	0%
1-2 years	19%	8%	Bachelors	0%	3%
6-12 months	43%	13%	AA or Equiv	2%	0%
3-6 months	3%	25%	Some College	9%	1%
1-3 months	18%	2%	Post-Secondary Certificate	9%	1%
0-1 month	0%	0%	High Scool Diploma or GED	77%	92%
None	14%	47%	No HSD or GED	0%	0%

Data Entry Keyers	Court Clerks
Most Common Educational/Training Requirement:	
Moderate-term on-the-job training	Short-term on-the-job training
Job Zone Comparison	
2 - Job Zone Two: Some Preparation Needed	2 - Job Zone Two: Some Preparation Needed

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.	Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.
These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.	These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.
Employees in these occupations need anywhere from a few months to one year of working with experienced employees.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Tasks

Data Entry Keyers

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Compare data with source documents, or re-enter data in verification format to detect errors.
- Compile, sort and verify the accuracy of data before it is entered.
- Load machines with required input or output media such as paper, cards, disks, tape or Braille media.
- Locate and correct data entry errors, or report them to supervisors.
- Maintain logs of activities and completed work.
- Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
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Court Clerks

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Specific Tasks

Occupation Specific Tasks:

- Amend indictments when necessary, and endorse indictments with pertinent information.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- Collect court fees or fines, and record amounts collected.
- Conduct roll calls, and poll jurors.
- Direct support staff in handling of paperwork processed by clerks' offices.
- Examine legal documents submitted to

Resolve garbled or indecipherable messages, using cryptographic procedures and equipment.

- Select materials needed to complete work assignments.
- Store completed documents in appropriate locations.

Detailed Tasks

Detailed Work Activities:

- conduct computer diagnostics to determine nature of problems
- enter time sheet information
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- load tapes, disks or paper into computers or peripherals
- maintain records, reports, or files
- operate scanner
- perform typing or data entry for extended duration
- process invoices
- process medical records
- route computer output to specified users
- set computer controls or devices in data processing center
- transcribe spoken or written information
- understand computer equipment operating manuals
- use computers to enter, access or retrieve data
- use relational database software
- use spreadsheet software
- use word processing or desktop publishing software
- verify completeness or accuracy of data

courts for adherence to laws or court procedures.

- Explain procedures or forms to parties in cases or to the general public.
- Follow procedures to secure courtrooms and exhibits such as money, drugs, and weapons.
- Instruct parties about timing of court appearances.
- Meet with judges, lawyers, parole officers, police, and social agency officials in order to coordinate the functions of the court.
- Open courts, calling them to order and announcing judges.
- Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summonses.
- Prepare and mark all applicable court exhibits and evidence.
- Prepare courtrooms with paper, pens, water, easels, and electronic equipment, and ensure that recording equipment is working.
- Prepare dockets or calendars of cases to be called, using typewriters or computers.
- Prepare documents recording the outcomes of court proceedings.
- Read charges and related information to the court and, if necessary, record defendants' pleas.
- Record case dispositions, court orders, and arrangements made for payment of court fees.
- Record court proceedings, using recording equipment, or record minutes of court proceedings using stenotype machines or shorthand.
- Search files, and contact witnesses, attorneys, and litigants, in order to obtain information for the court.
- Swear in jury members, interpreters, witnesses and defendants.

Detailed Tasks

Detailed Work Activities:

- collect fees
- compile information for court cases
- compile itinerary of planned meetings or activities
- explain government rules or policies
- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- maintain telephone logs
- obtain information from witnesses, attorneys, or litigants
- relay information to proper officials
- take messages

- transcribe spoken or written information
- use computer to transcribe testimony
- use computers to enter, access or retrieve data
- use interviewing procedures
- use shorthand writing procedures

Labor Market Comparison

Description	Data Entry Keyers	Court Clerks	Difference
Median Wage	$ 23,900	$ 27,650	$ 3,750
10th Percentile Wage	$ 18,050	$ 19,340	$ 1,290
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 28,760	$ 32,310	$ 3,550
90th Percentile Wage	$ 32,630	$ 37,730	$ 5,100
Mean Wage	$ 24,820	$ 27,780	$ 2,960
Total Employment - 2007	800	1,190	390
Employment Base - 2006	776	1,198	422
Projected Employment - 2016	672	1,302	630
Projected Job Growth - 2006-2016	-13.4 %	8.7 %	22.1 %
Projected Annual Openings - 2006-2016	19	37	18

National Job Posting Trends

Trend for Data Entry Keyers

Trend for Court Clerks

Job Trends from Indeed.com
— Data Entry Keyer — Court Clerk

Data from Indeed

Recommended Programs

Executive Assistant/Secretary

Executive Assistant/Executive Secretary. A program that prepares individuals to perform the duties of special assistants and/or personal secretaries for business executives and top management. Includes instruction in business communications, principles of business law, public relations, scheduling and travel management, secretarial accounting, filing systems and records management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, and professional standards and legal requirements.

Institution	Address	City	URL
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Data Entry Keyers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-9021.00	Data Entry Keyers	100	2	800	$23,900.00	$0.00	-13%	19
43-9041.02	Insurance Policy Processing Clerks	92	2	1,810	$31,380.00	$7,480.00	-8%	22
43-9041.01	Insurance Claims Clerks	92	2	1,810	$31,380.00	$7,480.00	-8%	22
43-4031.03	License Clerks	91	2	1,190	$27,650.00	$3,750.00	9%	37
43-9061.00	Office Clerks, General	91	2	13,910	$24,040.00	$140.00	5%	339
43-4031.01	Court Clerks	90	2	1,190	$27,650.00	$3,750.00	9%	37
43-4011.00	Brokerage Clerks	90	3	270	$39,120.00	$15,220.00	-13%	8
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	$27,580.00	$3,680.00	1%	28
43-9022.00	Word Processors and Typists	89	2	710	$25,320.00	$1,420.00	-18%	14

43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	$28,260.00	$4,360.00	-6%	172
13-2053.00	Insurance Underwriters	88	3	460	$56,090.00	$32,190.00	-1%	12
29-2071.00	Medical Records and Health Information Technicians	88	3	760	$29,180.00	$5,280.00	16%	34
43-6011.00	Executive Secretaries and Administrative Assistants	88	3	3,330	$38,830.00	$14,930.00	6%	76
43-3051.00	Payroll and Timekeeping Clerks	88	3	650	$30,470.00	$6,570.00	-3%	17
43-6012.00	Legal Secretaries	87	3	1,300	$33,360.00	$9,460.00	5%	29

Top Industries for Court Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Local government, excluding education and hospitals	939300	66.94%	76,699	86,162	12.34%
State government, excluding education and hospitals	929200	27.45%	31,454	30,865	-1.87%
Self-employed workers, primary job	000601	2.57%	2,948	3,140	6.54%
Other support services	561900	1.93%	2,214	3,032	36.99%
Self-employed workers, secondary job	000602	0.10%	116	116	-0.45%

Top Industries for Data Entry Keyers

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Employment services	561300	17.13%	53,669	54,340	1.25%
Data processing, hosting, and related services	518200	5.80%	18,165	19,646	8.15%
Accounting, tax preparation, bookkeeping, and payroll services	541200	4.07%	12,769	12,115	-5.12%
Management, scientific, and technical consulting services	541600	2.74%	8,576	12,248	42.82%
Depository credit intermediation	522100	2.63%	8,233	6,715	-18.44%
Local government, excluding education and hospitals	939300	2.46%	7,715	6,933	-10.13%
Elementary and secondary schools, public and private	611100	2.44%	7,651	6,451	-15.70%
Postal service	491100	2.37%	7,436	6,056	-18.56%

Computer systems design and related services	541500	2.31%	7,238	7,818	8.01%
Management of companies and enterprises	551100	2.30%	7,211	6,651	-7.78%
State government, excluding education and hospitals	929200	2.06%	6,471	5,080	-21.50%
Religious organizations	813100	1.80%	5,646	5,420	-3.99%
Direct insurance (except life, health, and medical) carriers	524120	1.74%	5,450	4,557	-16.38%
General medical and surgical hospitals, public and private	622100	1.71%	5,368	4,754	-11.43%
Colleges, universities, and professional schools, public and private	611300	1.51%	4,742	4,244	-10.50%